

**Minerva Public Library
Board of Trustees Meeting Minutes
August 24, 2016**

Attendance

Trustees Roger Bartley, Virginia Birks, Louanne Kiko, Rebecca Miller, Richard Rutledge, and Phil Zbasnik; Library Director Tom Dillie, Fiscal Officer Mary Jane Smith.

Call to Order

The meeting was called to order at 6:30 p.m. in the Library Board Room.

Adjustments to the Agenda

None

Public Participation

None

Minutes: Virginia Birks moved and Rebecca Miller seconded to approve the minutes of the July 27, 2016 Board Meeting. The motion passed unanimously.

Old Business

Project Updates: American Heattek installed the new HVAC controller several weeks ago, but wanted to do some remote testing before switching the system over to the new device. We are still waiting. The digital microfilm scanner and associated computer have both been ordered. 21ST Century Alarm should come this week to work on installing the new outdoor cameras.

Fiscal Officer's Report

Monthly Financial Reports: Richard Rutledge moved and Phil Zbasnik seconded to accept the monthly financial reports for July, 2016. The motion passed unanimously.

PLF Distribution: The August distribution was \$50,924.76 down 4.8% from last August and up 0.4% year to date.

August's PLF came in \$1,218.02 lower than the \$53,501.62 which was estimated by the Ohio Department of Taxation.

Net Position:

July Revenue =	\$68,237	YTD Revenue =	\$422,233
July Expenses =	\$49,023	YTD Expenses =	\$405,019
Difference =	\$19,214	Net Position =	\$ 17,214

Unique Management: Unique Management's July invoice was \$35.80 for 4 placements.

Reallocated Appropriations: None

New Business

Library Trustee terms: The seven-year terms of Trustees Virginia Birks and Beck Miller will be up in December, 2016. Both Trustees agreed to remain on the Board for another seven year term.

Staffing Update: Kathy Eddy has resigned from a part-time Library Associate I position in Youth Services to go to work for Alliance Schools. She remains employed at the library as a substitute. The library is accepting applications for this now-open LA I position through August 24. As yet the library has received only one application for the AmeriCorps position with Guiding Ohio Online.

Correspondence

Thank you letter from Salvation Army.

Travel and Meetings:

Kelly Chaplin – NEO-RLS – The Best School Year Ever: Staying Safe - \$15.00

Director's Report

Virginia Birks moved and Louanne Kiko seconded to accept monthly reports from the Director and the Youth Services Manager. The motion passed unanimously.

Monthly Library Statistics: After six months of substantial increases in door counts and circulation when compared to 2015, July's statistics were pretty much flat. Doorcounts were up .4%, in-house circulation was down .2% and total circ was down 1.9%, the latter reflecting a substantial drop in loans to other SEO libraries. Downloadable content was up with Hoopla circ more doubling last year's checkouts in both June and July. As of August 18, the August doorcounts and in-house circ for this year are again running very well ahead of 2015.

Accept Gifts

Restricted Individual Contributions to the General Fund

None

Unrestricted Individual Contributions to the General Fund

Contributions	\$ 15.00	07/06/2016
Contributions	\$ 14.55	07/12/2016
Contributions	\$ 10.45	07/18/2016
Contributions	\$ 24.00	07/20/2016
Contributions	\$ 80.65	07/28/2016*
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Total Restricted and Unrestricted	\$ 144.65	

*Includes \$50.00 donation from Delilah Arnold

In-kind Gifts

Anonymous

8 hardcovers, 13 trade paperbacks, 9 mass market paperback; 14 DVDs; 1 audiobook

Adjournment

The meeting adjourned at 7:16 p.m.

The next Regular Board Meeting will be held on September 28, 2016 at 6:30 pm in the Minerva Public Library Board Room.